

# TEL Station Installation

Site Coordinator's  
Reference Guide

# TEL

*Technology Enhanced Learning*

July 2004

## NPS TEL Station Locations by State as of July 2004

Alaska Regional Office	Anchorage	AK	Jefferson Natl Exp Mem	St Louis	MO
Denali National Park	Denali NP	AK	Ozark National Scenic Riverways	Van Buren	MO
Buffalo National River	Harrison	AR	Wilson's Creek National Battlefield	Republic	MO
Fort Smith National Historic Site	Fort Smith	AR	Gulf Islands NS Mississippii District	Ocean Springs	MS
Hot Springs National Park	Hot Springs NP	AR	Natez Trace	Tupelo	MS
Flagstaff Areas Office	Flagstaff	AZ	Vicksburg National Military Park	Vicksburg	MS
Grand Canyon NP	Grand Canyon	AZ	Big Hole NB	Wisdom	MT
Montezuma Castle and Tuzigoot NM	Camp Verde	AZ	Glacier National Park	West Glacier	MT
Petrified Forest National Park	Petrified Forest	AZ	Cape Hatteras National Seashore	Manteo	NC
Saguaro NP	Tucson	AZ	Cape Lookout	Harkers Island	NC
Death Valley NP	Death Valley	CA	Knife River Indian Villages NHS	Stanton	ND
Joshua Tree NP	29 Palms	CA	Theodore Roosevelt National Park	Medora	ND
Mojave National Preserve	Barstow	CA	Midwest Regional Office	Omaha	NE
Point Reyes NS	Point Reyes	CA	Saint-Gaudens NHS	Cornish	NH
Redwood NP	Crescent City	CA	Dept of Interior-Albuquerque	Albuquerque	NM
Santa Monica Mountains NRA	Thousand Oaks	CA	Santa Fe Support Office	Santa Fe	NM
Sequoia Kings Canyon	Three Rivers	CA	Gateway National Recreation Area	Staten Island	NY
Yosemite NP	El Portal	CA	Martin Van Buren	Kinderhook	NY
Bent's Old Fort NHS	La Junta	CO	Roosevelt-Vanderbilt NHS	Hyde Park	NY
Denver Service Center	Denver	CO	Perry's Victory & Intl Peace Memorial	Put In Bay	OH
Dinosaur NM	Dinosaur	CO	Chickasaw NR	Sulphur	OK
Great Sand Dunes NM and Preserve	Mosca	CO	John Day Fossil Beds NM	Kimberly	OR
Mesa Verde National Park	Mesa Verde NP	CO	Delaware Water Gap NRA	Bushkill	PA
Capitol Training Center (Wash DC)	Washington	DC	Independence NHP	Philadelphia	PA
National Capital Region	Washington	DC	Philadelphia Support Office	Philadelphia	PA
Rock Creek Park	Washington	DC	Congree Swamp NP	Hopkins	SC
Big Cypress National Preserve	Ochopee	FL	Cowpens National Battlefield	Gaffney	SC
Canaveral NS	Titusville	FL	Fort Sumter NM	Sullivans Island	SC
Everglades NP	Homestead	FL	Badlands National Park	Interior	SD
Gulf Islands National Seashore	Gulf Breeze	FL	Wind Cave National Park	Hot Springs	SD
Southeast Archeological Center	Tallahassee	FL	Big South Fork NRRA/Obed WSR	Oneida	TN
Timucuan Preserve	Jacksonville	FL	Great Smoky Mountains NP	Gatlinburg	TN
Andersonville/Jimmy Carter	Andersonville	GA	Amistad NRA	Del Rio	TX
Chattahoochee River	Atlanta	GA	Big Bend National Park	Big Bend NP	TX
Chickamauga & Chattanooga NMP	Fort Oglethorpe	GA	Big Thicket National Preserve	Beaumont	TX
Federal Law Enforcement	Glynco	GA	Chamizal National Monument	El Paso	TX
Southeast Regional Office	Atlanta	GA	Guadalupe Mountains National Park	Salt Flat	TX
Haleakala NP	Makawao Maui	HI	Lake Meridith Recreation Area	Fritch	TX
Nez Perce National Historical Park	Spalding	ID	Padre Island National Seashore	Corpus Christi	TX
Lincoln Home National Historic Site	Springfield	IL	Bryce Canyon National Park	Bryce Canyon	UT
Indiana Dunes NL	Chesterton	IN	Capitol Reef NP	Torrey	UT
Lincoln Boyhood NM	Lincoln City	IN	SE Utah Group	Moab	UT
Cumberland Gap	Middlesboro	KY	Zion National Park	Springdale	UT
Mammoth Cave	Mammoth Cave	KY	Colonial	Yorktown	VA
Jean Lafitte NHP	New Orleans	LA	Fredericksburg & Spotsylvania NMP	Fredericksburg	VA
Boston NHP	Boston	MA	Prince William Forest Park	Triangle	VA
Cape Cod National Seashore	Wellfleet	MA	Shenadoah	Luray	VA
Lowell National Historical Park	Lowell	MA	Lake Roosevelt	Coulee Dam	WA
Assateague Island NS	Berlin	MD	Mount Rainer	Ashford	WA
Historic Preservation Training Center	Frederick	MD	Northern Cascades National Park	Sedro Woolley	WA
Museum Resource Center	Landover	MD	Olympic National Park	Port Angeles	WA
Acadia National Park	Bar Harbor	ME	Pacific West Regional Support Office	Seattle	WA
Keweenaw NHP	Calumet	MI	Apostle Islands Natl Lakeshore	Ashland	WI
Pictured Rocks National Lakeshore	Munising	MI	Harpers Ferry Center	Harpers Ferry	WV
Sleeping Bear Dunes	Empire	MI	New River Gorge National River	Glen Jean	WV
St. Croix National Scenic Riverway	Pine City	MN	Fort Laramie	Fort Laramie	WY
Voyageurs National Park	Intl Falls	MN	Grand Tetons	Moose	WY
			Yellowstone NP	Yellowstone NP	WY

## Satellite Contract Information:

Contract No.: GS00T00NSD0012

### **General Services Administration, Federal Telecommunications Service**

Commercially Available Services, Satellite and Video

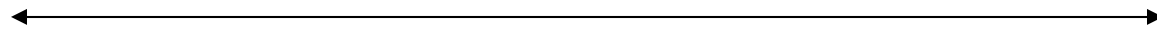


February 22, 2000

### **Contract Sub-contractor:**



Convergent Media Systems  
One Convergent Center  
190 Bluegrass Valley Parkway  
Alpharetta, GA 30005  
Phone: (770) 369-9000  
Fax: (770) 369-9100  
E-Mail: [convergent@convergent.com](mailto:convergent@convergent.com)



## **Government Education and Training Network**

### **Broadcast Center Points of Contact**

**Air National Guard - Warrior Network (WN):**  
**Defense Equal Opportunity Management Institute (DEOMI):**  
**US Air Force - Air Technology Network (ATN):**  
**Air Force Reserve Command Program Manager**  
**Air Force Safety Center (Broadcasts originate from Keesler AFB Uplink):**  
**US Army - Satellite Education Network (SEN):**  
**Army National Guard Warrior Network:**  
**Defense Logistics Agency (DLA):**  
**Federal Aviation Administration (FAA):**  
**Department of Energy (DOE):**  
**US Courts:**  
**Department of Justice (DOJ):**  
**US Fish and Wildlife Service (FWS):**  
**National Park Service (NPS):**



## TEL Station 1.2M Satellite Dish

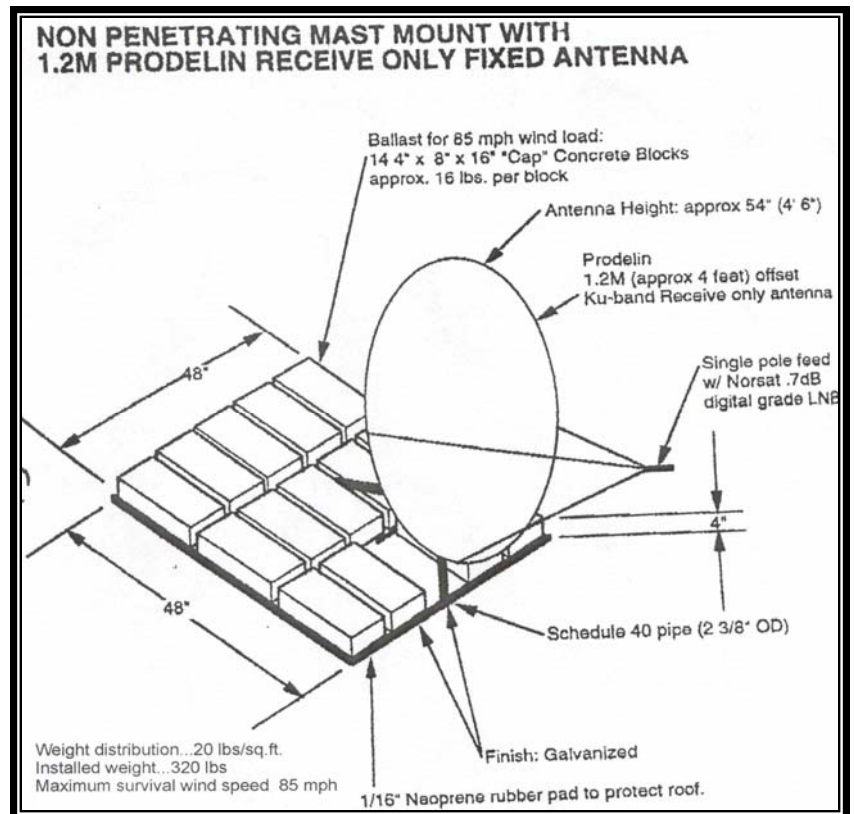


### TEL Station 1.2M (47 inches) Satellite Dish

Downlink dish is typically mounted on a flat roof using a non-penetrating roof mount (no drilling into roof, sled held down with cinder block ballast). Dish can also be pole mounted, ground mounted or attached to the side of a building, with proper structural support.

The network satellite is Telstar 6, located at 93 degrees West in a geosynchronous orbit above the equator. (93 degrees is almost straight south of St Louis, MO.) In the southern part of the United States, the dishes will point higher in the sky. As you go further north, the dish will be directed closer and closer to the horizon. From the dish location, if you have a clear view of the southern sky there should be no problem seeing the satellite. If there are trees and mountains in the way, alternatives will need to be investigated. For those interested in Azimuth and Elevation go to: <http://www.satcomresources.com>.

At the bottom of the screen, on the left under Quick Links select Look Angles. Enter Telstar 6 and find something close to your location or just enter your Longitude and Latitude.



## RECEIVER

It is strongly recommended that the receiver be located in a limited access area. Most sites place it in their network closet or telcom room. Once installed, it needs to be powered on 24/7. The receiver size is the same as your home cable box or satellite dish receiver, a little smaller than a VCR. A recommended option is a small 13" monitor what would sit next to the receiver.



## **VIEWING LOCATION**

The ideal situation is to have a minimum of two viewing locations. One area would accommodate three or four people along with the cart of equipment. Probably the biggest mistake sites have made is putting the equipment cart in a room that is in high demand with TEL events constantly getting bumped for other activities. The Superintendent's Conference room is not a particularly good choice. Because all training is delivered on a reoccurring basis, even at very large parks, a typical class size might be less then five, so a small out of the way location would be ideal. A second location might be a bigger room for those few occasions when larger numbers would view a program. The annual Budget rollout, delivered by the Secretary, might be an example. (The video signal can be easily connected to a video projector if desired.)

For each viewing location you will be supplied with a wallplate from which connections will be made. At the back of each wallplate the video RG-6 cable and an **analog** phone line will be terminated. The installing contractor will be responsible for terminating the video and your site will be responsible for getting the analog phone line connected to the back of the wallplate.

## **CABLE**

RG-6 cable (the same type as the local cable company brings into your home,) will run from the dish through a point of entry to the network/telcom closet where it will connect to the receiver. The cable will then be fished through your building to be connected at the back of all the wallplates you choose to install.

## WIRING AND TEL STATION WALL PLATE

The TEL Station connects to the satellite network through a single 3 port wall plate. The park is responsible for cabling to and terminating connections on the wall plate for the required phone connectivity. Convergent Media is responsible for cabling to and terminating connections on the wall plate for the required satellite connectivity.

Convergent Media will provide a special color coded wiring harness that connects the TEL Station components to each other and the wall plate.



**Analog phone line connection.**  
Terminate analog phone line to the Orange/red RJ45 jack.

**Blank connection.**  
For future additional capability.

**Satellite receiver connection.**  
Convergent Media will terminate coax cable from satellite receiver to the F type connector.

### Terminating Connections On The Tel Station Wall Plate

The TEL Station wall plate has 3 holes that the appropriate connectors snap into. The connectors are color coded to match the cables that will be plugged into them.

1. Identify the top of the wall plate. On the back side of the plate, you will find the word “UP” to identify the top.
2. Identify the top of each connector. The lock tab is located on the top of the connector. The word “UP” is also on the top of the lock tab to identify the top.
3. Have your Telcom person or the local phone company terminate the analog phone line at the back of the red/orange connector.
4. **MAKE SURE YOU ARE PLACING THE CONNECTOR INTO THE RIGHT HOLE IN THE WALL PLATE.** (Phone in the top hole and the blank in the middle hole.) Place the bottom “ears” of the connector over the ridge in the appropriate hole in the wall plate. Rotate the connector forward until the top of the connector snaps into place.
5. Snap the coax connector into the bottom hole in the wall plate. Convergent will terminate the coax cable from the satellite receiver to this connector when they install the TEL Station.

**IT IS IMPORTANT TO HAVE THE ANALOG PHONE LINE CONNECTED AND OPERATIONAL BEFORE THE TECHNICIAN ARRIVES TO INSTALL YOUR TEL STATION. THE TECH WILL NOT COME UNTIL THIS LINE IS IN. IT IS NEEDED TO DETERMINE THAT THE INSTALLTION WAS DONE CORRECTLY.**



## **TEL EQUIPMENT CART**

The TEL Station houses all the viewing and interactive equipment on a roll around cart. Even though there might be more than one viewing location, the one cart could be moved and attached to the wallplate at the different training locations.

Equipment includes:

- 27" TV Monitor and remote
- VCR and remote
- Harvard Elite (communication box)
- 5 push to talk microphones (for interaction with instructor)

## **SITE MANAGEMENT**

Staff responsibilities would include a primary and secondary installation Point of Contract (POC). Responsibilities would include working with the contractor during the installation process. Also, primary and secondary training POCs will be needed after installation to manager the training aspects of TEL.

## TEL Station Installation Process:

Task	Date
Park identifies points of contact to coordinate TEL Station installation and TEL Event Training	POC Contact form
Park identifies shared funding requirement and funding source	
TEL Program Manager schedules park for installation phase - site receives a Site ID number	Upon receipt of POC contact form
Park is notified of audio conference	
Park participates in installation audio conference	
Site determines if they will proceed with site survey	
TEL Program Manager orders site survey from AT&T/CMS	
Convergent Media Systems (CMS) contacts site to schedule site survey	
CMS conducts site survey	25 business days from day of order
Site begins any compliance work necessary	
TEL Program Manager sends wall plate to Park POC	25 business days from day of order
AT&T/CMS generates quote and sends to TEL Program Manager	???
TEL Program Manager reviews quote makes adjustments and forwards to park for approval	10 business days from receipt
Park reviews quote and identifies any additional funding	
Site accepts quote and emails approval to TEL Program Manager	
TEL Program Manager submits installation order to AT&T/CMS	30 business days to complete installation
Park installs TEL Station wall plate with analog phone line	
Site training POCs participate in My Learning Manager training	
CMS contacts site to schedule installation	
CMS installs TEL Station	Within 30 days from quote approval
Park completes acceptance checks during installation	
Park faxes in completed acceptance checks	
Installation Complete with sign-off	
Participate in audio "How to" conference	
Park participates in live system check	

**QUOTE EXAMPLE:**

AT&T ---Attn:Patrick Robertson  
3033 Chainbridge Road  
Oakton, VA. 22185  
phone (703) 277-3855  
fax (703) 691 7155

**QUOTE****Customer** AT&T Proprietary

Name	Bison National Park	Date
Address	82516 Bison Way	Order No.
City, St, ZIP	National Park, USA	Rep
Contact		
Phone		FOB

1/7/2004
NP.125.A
(RVS-1)

Qty	Description	CLIN	Unit Price	TOTAL
1	1.2M antenna w/9234 and NPR mount	C0002	\$4,544.55	\$4,544.55
1	Site Survey	C0001	\$605.94	\$605.94
1	Lite display package	F0023	\$3,819.96	\$3,819.96
100	IF cable	F0003	\$1.97	\$197.00
2	RF Drop	F0008	\$111.59	\$223.18
150	RF PVC cable	F0009	\$2.76	\$414.00
	*If 13" monitor is required quote will be amended to add \$140.76.			

**Payment Details**

\_\_\_ Bill Direct to Agency  
\_XX\_ TBD  
\_\_\_ Credit Card

Name \_\_\_\_\_  
CC # \_\_\_\_\_  
Expires \_\_\_\_\_

SubTotal	\$9804.63
Shipping & Handling	
#REF!	
TOTAL	\$9804.63

**Contract Nbr:**  
**GS00T00NSD0012**

Please remit install order to SBS Project Manager, Patrick Robertson, 703 277 3855 (V)  
703 277 7993 (Fax), probertson2@att.com

# TEL

The following checklists provide parks with a systematic way to check proper operation of the TEL Station during installation. The park's point of contact should complete the checklist before signing the contractor's paperwork stating the installation is complete.

Park Name: \_\_\_\_\_ Alpha Code: \_\_\_\_\_

Satellite Receiver Location and Operation	
Initials	Acceptance Checklist Item
	Is the Scientific Atlanta IRD in a limited access area, powered on 24 hrs/day, 7 day/week? Location of IRD _____
	The contract requires that the satellite receiver provide a signal quality reading of at least 7 on a 10 point scale. Have the technician go to the satellite receiver and show you how to use the menus to get the signal strength and signal quality readings.  Record the readings for the home channel (CNN) SS _____ SQ _____  Record the readings on a channel other than CNN SS _____ SQ _____
General Appearance and Wire Routing	
	Are all wires on the TEL Station cart neatly held together with wire ties and wire tied down to mounting pads on the cart?
	Are the VCR and TV remote controls held down with Velcro on the top shelf located to the right rear of the TV monitor with the VCR remote on the inside?
	Is the microphone cable for the first push to talk microphone wire tied down to the middle shelf and routed so that the extra cable length is coiled, held together with a Velcro strap and placed in between the Harvard Elite and the VCR?
	Is the cable that connects the TEL Station cart to the color coded wall plate wire tied to the cart?
	Is each cable of the connectivity cable color coded (except the coaxial cable)?
	Is there a multi-outlet power strip mounted to the left side of the cart?
	Is the cord from the Surge Protector plugged into the multi-outlet strip?
	Ensure that the connectivity cable is connected to the color coded wall plate.
	Ensure that the power cord from the TEL Station cart multi-outlet power strip (on the left side looking from the front) is plugged in to a wall outlet.
	Ensure that the Surge Protector on the cart (behind the VCR) is in the OFF position.
End of Page 1	I have performed each of the above checks and the TEL Station is operating in accordance with the above items.  <b>Printed Name:</b> _____  <b>Signature and Date:</b> _____

Operation of TV Monitor and Harvard Elite Push to Talk System	
Initials	Acceptance Checklist Item
	Unplug the cart's power cord from the electrical wall outlet. Leave it unplugged for 5-10 seconds. Plug it back in. Ensure the Harvard Elite silver audio switch is in the up or satellite position. Ensure the Harvard Elite volume lever is all the way in the down position. Ensure the Harvard Elite black rocker switch is in the middle or off position. Turn on the VCR. Turn on the TV. The TV should automatically be tuned to the home channel, CNN just by turning it on. It should NOT require that you change channels or select source.
	Uncoil the Harvard Elite microphone cable that should be neatly coiled with a Velcro strap and lying on the middle shelf in between the Harvard Elite and the VCR. Plug the microphone cable into the microphone jack in the back of one of the microphones. Press and hold the push to talk lever on the microphone. The audio to the TV monitor should be muted. Release the lever, the audio should be restored.
	Connect all five microphones in series by plugging one end of a microphone cable into the empty jack in microphone 1 that you just connected to test the audio muting and the other end of the microphone cable into one of the jacks of a 2nd microphone. Continue until you have "daisy chained" all 5 microphones. Press and hold the push to talk microphone lever on each microphone. Ensure that it mutes the TV monitor and then release to ensure the audio is restored.
	Put the Harvard Elite audio switch in the down or telephone pole position. Move the volume slide lever approximately 1/3 of the way up. Put the black rocker switch in the left (On) or telephone pole position. You should hear a dial tone. Using the dial pad on the top of the Harvard Elite, place a telephone call to someone who has agreed to receive your call and help you test the system. IMPORTANT: They will only hear you talk when you are pressing the push to talk lever on a microphone. You will only be able to hear them when you release the lever. Go to each microphone and test talking to the person on the phone line through that microphone.
	Put the Harvard Elite black rocker switch in the middle or OFF position. This will disconnect your phone call. Put the Harvard Elite silver audio switch back in the up or satellite position. Put the Harvard Elite volume slide lever all the way down.
	Unplug the microphone cable from each of the microphones. Replace the microphones and 4 of the cables on the bottom shelf. Coil the microphone cable that is wired to the Harvard Elite, replace the Velcro strap and place the coiled cable between the VCR and the Harvard Elite on the middle shelf.
End of Page 2	<p>I have performed each of the above checks and the TELStation is operating in accordance with the above items.</p> <p><b>Printed Name:</b> _____</p> <p><b>Signature and Date:</b> _____</p>

Operation of VCR and Remote Controls	
	Place a video tape in the VCR. Press Play on the VCR. You should be viewing and hearing the video tape on the TV monitor.
	Using the Zenith TV Remote Control, test controlling the following functions on the VCR. Play. Stop. Fast Forward. Rewind. Pause. This remote control should have been programmed to operate both the monitor and the VCR.
	Using the VCR remote control, test controlling the following on the VCR. Play. Stop. Fast Forward. Rewind. Pause.
	Eject the tape from the VCR; CNN should come back on the TV monitor.
	Insert a blank tape and push record. Verify recording of CNN.
Operator's Checklist, Help Desk Number and Operator's Training Course	
	<p>Review each item on the original quote that you received after the site survey. Go over the items and verify with the installer that all items and quantities were installed and correct. Were there any changes from the original quote?</p> <p>_____ No _____ Yes (if yes, attach quote with changes from the original quote noted in pen.)</p>
	Go to the TELNPS web site ( <a href="http://www.nps.gov/training/tel">www.nps.gov/training/tel</a> ) and click on the tab entitled, "Reference Documents." Print out document number five, "TEL Station Operator's Checklist." These are the instructions you should use every time you turn on the TEL Station. Place a copy of the TEL Station Operator's Checklist with the TEL Station. Many sites have it laminated and chain it to the equipment cart.
	On the right hand margin of the TEL Station Operator's Checklist is the Help Desk number - (866-488-6655). Ensure that you also have the Help Desk number handy.
	Contact Sue Benson at 928.638.7982 to set up a time to go through TEL Station setup procedures. Arrange for Site Registration training in My Learning Manager. This is a 2-3 hour conference call.
End of Page 3	<p>I have performed each of the above tasks and the TEL Station is operating in accordance with the above items.</p> <p><b>Printed Name:</b> _____</p> <p><b>Signature and Date:</b> _____</p>

Once you have completed the checklist, signed, and dated each page, fax to 304-535-6408. Attach a coversheet to Jim Boyd.

# TEL FY04 DRAFT BROADCAST SCHEDULE as of July, 2004

DATE	BROADCAST	TIME (ET)
<b>OCTOBER</b>		
10/22/03	DOI Annual Ethics	1:00-2:30PM
10/27/03	DOJ Retirement Planning - CSRS	12:00 - 5:00PM
10/28/03	DOJ Retirement Planning - FERS	12:00 - 5:00PM
10/29/03	DOJ Retirement Planning - Trans FERS	12:00 - 5:00PM
<b>NOVEMBER</b>		
11/12/2003	Conservation at the Landscape Scale-Univ of Vermont	1:00-3:00PM
11/13/2003	DOJ Flexible Spending Accounts	12:00 - 2:00 PM
11/18/2003	Interpretive Analysis Model for Supervisor	12:00-4:00PM
11/20/2003	Interpretive Writing	12:00-4:00PM
11/24/2003	DOJ Federal Health Benefits	
11/24/2003	Retirement Planning For New Employees	1:30-3:30PM
11/25/2003	DOJ Federal Health Benefits	
<b>DECEMBER</b>		
12/15/2003	NPS Recreation and Preservation Programs	1:30-3:30PM
12/11/2003	Interpretive Planning	12:00-4:00PM
12/22/2003	DOJ Retirement Planning - TRANS FERS	12:00-5:00PM
12/23/2003	DOJ Retirement Planning - CSRS for Law Enforcement	12:00-5:00PM
<b>JANUARY</b>		
1/13/2004	Hiring Flexibility	1:30-4:00PM
1/14/2004	Leave Administration	10:00-12:00PM
1/14/2004	Interview Skills	2:00-4:00PM
1/22/2004	Interpretive Research and Resources	12:00-4:00PM
1/27/2004	Respiratory Protection	12:00-3:30PM
1/28/2004	Respiratory Protection	12:00-3:30PM
<b>FEBRUARY</b>		
2/4/2004	DOI Annual Ethics	1:00-2:30 PM
2/10/2004	Administrative Grievance	1:30-4:00 PM
2/11/2004	Resolving Performance	10:00:00 AM
2/11/2004	Dealing with Misconduct	2:00:00 PM
2/18/2004	Recreation and Preservation Programs	1:30-3:30 PM
2/19/2004	Understanding Exposure Assessment	1:00-4:00 PM
2/24/2004	Legal Update	10:30-6:30 PM
2/26/2004	Interpretation - Curriculum Based Education Programs	12:00-4:00PM
<b>MARCH</b>		
3/2/2004	Hiring Flexibility	1:30-4:30 PM
3/3/2004	Interview Skills	10:00:00 AM
3/3/2004	Leave Administration	2:00:00 PM
3/10/2004	Interpretation IDP Leader/Certifier Procedural Change	2:00-3:00 PM
3/11/2004	Interpretation - Demonstrations and other illustrated programs	12:00-4:00PM
3/18/2004	Bloodborne Pathogens	1:00-4:00 PM
3/22/2004	Retirement Planning	1:30-3:30 PM
3/24/2004	Position Description	10:00-12:00 PM
3/24/2004	Managing Performance	2:00-4:00 PM
3/24/2004	Managing Workers Compensation Part 1	9:00-12:00 PM 1:00-4:00 PM
<b>APRIL</b>		
4/1/2004	Communications	10:00-12:00 PM
4/1/2004	Hugger to Harasser	2:00-4:00 PM
4/6/2004	DOI Safety & Health Awareness	10:30-11:30 AM
4/8/2004	Supervisors Guide to Workers Compensation	9:00-11:30 AM

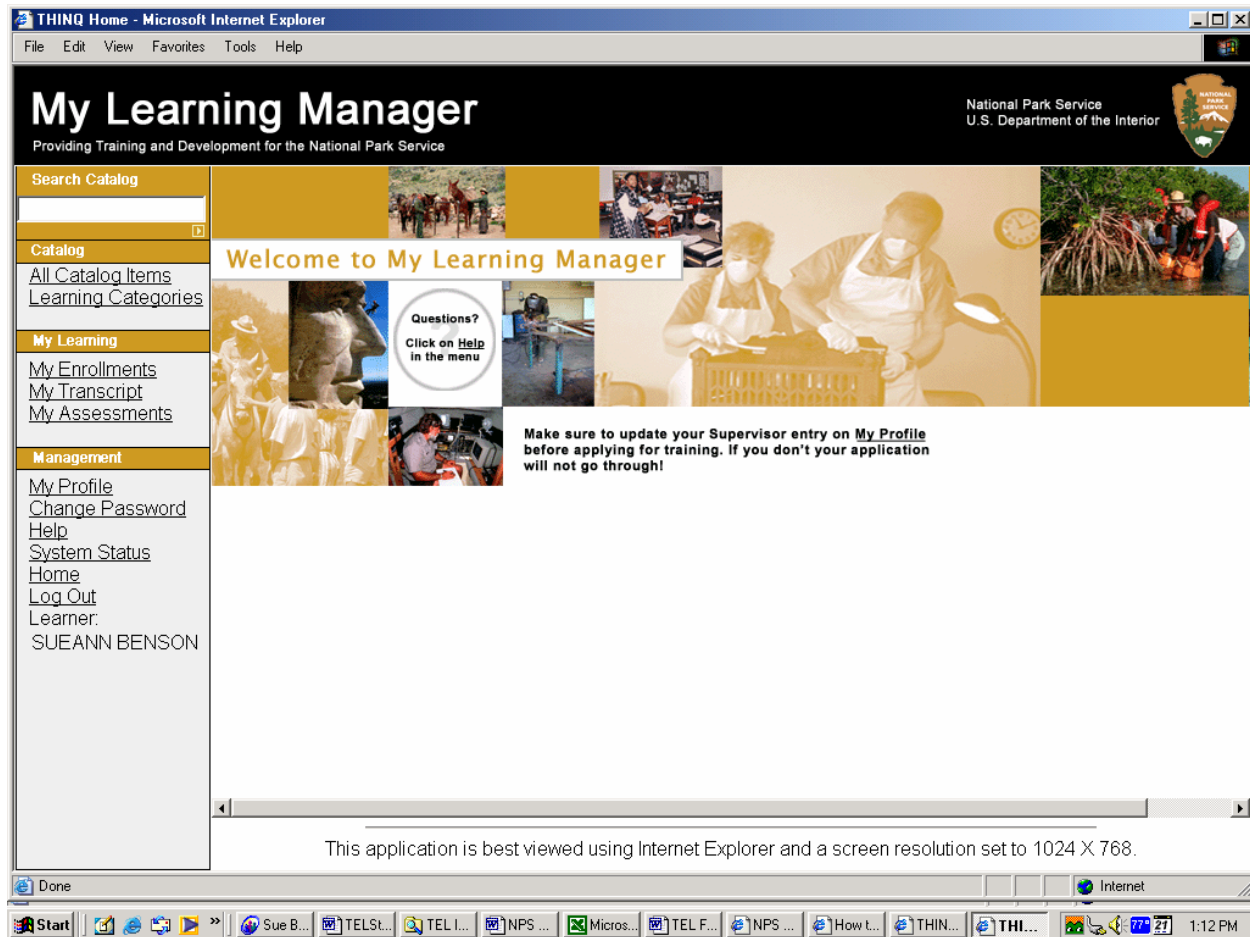
		1:00-3:30 PM
4/13/2004	Confined Space Entry	1:00-4:00 PM
4/15/2004	BLM Fireline Refresher	11:00-4:00 PM
4/19/2004	Retirement Planning	1:00-3:00 PM
4/20/2004	Interpretation - Conducted Activities	12:00-4:00PM
4/26/2004	NPS Recreation and Preservation Programs	1:30-3:30 PM
4/28/2004	Emerging Leaders Consortium: Wanted Leaders Willing to Serve	12:00-4:00PM
<b>MAY</b>		
5/11-12/2004	Interpretation - Analysis Model for Supervisors	12:00-4:00PM
5/13/2004	DOI Annual Ethics	1:00-2:30 PM
5/17/2004	Retirement Planning for New Employees	2:00-4:00 PM
5/18/2004	ELC Negotiations: Essence of Management & Leadership	12:00-4:00 PM
5/19-20/2004	Managing Workers Compensation Part 2	
5/25/2004	Interpretation - The Interpretive Talk	12:00-4:00PM
5/26/2004	Interpretation - Presentation Techniques	12:00-4:00PM
5/27/2004	Heat Injury Prevention	2:00-4:00 PM
<b>JUNE</b>		
6/3/2004	Interpretation - Interpretive Analysis Model	12:00-4:00PM
6/8/2004	Interpretation - Interpretive Techniques Model	12:00-4:00PM
6/10/2004	Administrative Grievances	
6/15/2004	Interpretation - Informal Interpretation	12:00-4:00PM
6/16/2004	Interpretation - Process Model	12:00-4:00PM
6/28-29/2004	ELC Congressional Actions & the NPS	12:00-4:00 PM
6/30/2004	ANG Performance Management & Counseling	1:00-2:00 PM
<b>JULY</b>		
7/8/2004	Gateway Communities: Keys to Success	12:30-3:30 PM
7/14/2004	Tools for Effective Partnering	12:00-4:00 PM
7/15/2004	Developing & Managing Agreements for Partnerships	12:00-4:00 PM
7/19/2004	NPS Recreation and Preservation Programs	1:30-3:30 PM
7/20/2004	DOI Achieving Our Mission Through Management Excellence	12:00-2:00 PM
7/27/2004	ELC Ethical Leadership: Dilemmas & Decisions	12:00-4:00 PM
7/29/2004	DOI Ethics - Financial Disclosures	1:00-4:00 PM
<b>AUGUST</b>		
8/5/2004	Confined Space Entry	
8/10/2004	Dealing with Misconduct	10:00:00 AM
8/10/2004	Resolving Performance Issues	2:00:00 PM
8/17/2004	NPS Safe for Employees	
8/24/2004	NPS Safe for Managers	
8/26/2004	Retirement Planning for New Employees	2:00-4:00 PM
8/30/2004	HFC Program	
<b>SEPTEMBER</b>		
9/1-2/2004	Creating a Partnership Workplace	
9/9/2004	Communication	10:00:00 AM
9/9/2004	Hugger to Harasser	2:00:00 PM
9/13/2004	NPS Recreation and Preservation programs	
9/15-16/2004	Hearing Loss Prevention	
9/20/2004	Position Management	
9/21/2004	Managing Performance	10:00:00 AM
9/21/2004	Position Description	2:00:00 PM
9/22/2004	Fall Protection	
9/23/2004	Administrative Grievances	
9/27/2004	Interpretive Media	12:00-4:00PM
9/28/2004	Interpretive Media	12:00-4:00PM
9/30/2004	Ladder Safety	

## My Learning Manager

My Learning Manager is the software tool used to register for courses. Log on to My Learning Manager. There you will need to fill in your username and password. Your username is your full Lotus Notes email address e.g., john\_doe@nps.gov. Your default password is the first three (3) letters of your Last Name followed by your month and day of birth (MMDD) e.g., doe0101 all in lower-case. Please do not use your year of birth in the password.

Once you are logged on to the site, please change your password. Your new password should contain 8 characters and numbers and symbols.

If this password does not work, please contact the My Learning Manager Help Desk at nps\_helplms.nps.gov.



## Contact information:

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<http://mylearning.nps.gov>  
<http://www.nps.gov/training/tel>